

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Transport for London]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for an Oyster card, as I will be visiting London for [duration of stay/reason for visit] from [start date] to [end date]. I understand that having an Oyster card will facilitate my travel around the city and help me save on transportation costs.

Please find my details for processing this application:

****Name:**** [Your Full Name]

****Date of Birth:**** [Your Date of Birth]

****Nationality:**** [Your Nationality]

****Address while in the UK:**** [Temporary Address]

****Contact Number:**** [Your Contact Number]

I would appreciate any information on how to obtain the card before my arrival, and any additional documents you require for processing my application.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]